

# GUIDANCE FOR BOARD RECORDERS

For use of this form, see Fort Knox Pam 635-200

## General Checklist:

1. Read AR 15-6 and applicable portions of AR 635-200.
2. Keep a written record of everything that happens concerning the case (phone conversations, letters, etc.). This will keep you from duplicating effort and having others maintain "you never told me that."
3. Inform the president of the board of the pending action. You have to work with the president quite closely to keep him/her informed of what is happening.
4. Set up the board date, uniform, and time of board with the board president. As soon as you know the date and time, reserve the room of your choice. All of this information should be included in the Memorandum of Notification. NOTE: Report the date of the board to \_\_\_\_\_ as soon as it is established.
5. Arrange to have a legal advisor from the SJA brief the president and yourself on administrative proceedings. It is recommended that this briefing only be conducted after thoroughly reading the elimination action; soldier's 201 file; AR 15-6, Chapters 3 and 5; and AR 635-200, Chapter 2, Appendix B, and other relevant portions. Only the recorder and respondent's counsel should be provided a copy of the case file before the hearing. Board members and president should determine the case based on the evidence presented at the hearing. Earlier access to the case file is improper.
6. Deliver the defense copy of the elimination action to the defense counsel.
7. Check through the elimination action to determine who you may desire to call as witnesses and call to see if they will be available. The names of the witnesses must be in the Memorandum of Notification.
8. Prepare the Memorandum of Notification and hand deliver it to the respondent. This must be done at least 15 calendar days before the board. Make him/her sign for the memorandum on two copies, then give him/her one and keep one for yourself. Be sure you hand deliver the memorandum and have him/her sign for it; the board cannot be conducted if the respondent can maintain to everyone that he/she never received the memorandum. Make copies of the memorandum (after it has been signed) and give one to the defense counsel.
9. Notify every member of the board, including your clerical support, of the time, date, and place of the board, and uniform to be worn. Do this as early as possible to preclude board member calendar conflicts.
10. Talk face to face with your witnesses. This will give you a good idea whether or not you really want them to appear before the board.
11. Prepare an outline of your case for use on the day of the board.

12. Prepare a copy of all relevant documents for the president's use. Include the following:

- a. Agenda.
- b. Forms of Verbatim Findings and Recommendations.
- c. List of all witnesses.
- d. AR 15-6.
- e. AR 635-200.

13. The day before the board:

- a. Check the desired room (neatness, equipment, etc.)
- b. Remind all members again of time, place, and uniform.
- c. Set up pads and pencils for voting members and the president, as well as secret ballot slips for their voting during deliberation.
- d. Remind all witnesses of time, place, and uniform of the board. Have everyone appear 15 minutes early.

14. During the board. Conduct the proceedings generally as outlined in the sample at pages 74-76, AR 635-200. Ensure that all exhibits are offered to the board, admitted by the president, and numbered (AR 15-6, para 3-1).

15. After the board:

- a. Fill out DA Form 1574, Report of Proceedings by Investigating Officer/Board Members, IAW AR 15-6, ensuring that the signature of the president and other members of the board are on the appropriate forms.
- b. Coordinate with the clerk for the turn-in of the typed summary.
- c. After you receive the summary (along with the verbatim findings and recommendations), turn in the case to the appointing authority. The recommended time is 7 working days from the date the board has ended.